



Peddlers & Transient or Itinerant Sales Application

Office of the City Clerk / Business Licensing & Enforcement Division / One City Hall Plaza / Manchester, NH 03101 (603)624-6455

Pursuant to Section 115: Solicitations, Sales and Peddlers. Manchester's Code of Ordinances, requires the following information for processing, approval and subsequent issuance of said license;

- 1) A certificate of insurance (\$500,000.00 minimum limit) naming City of Manchester as insured.
- 2) A copy of a Hawkers & Peddlers Permit issued by the State of New Hampshire
- 3) A copy of a license issued by the Manchester Health Department (for food or beverages sales)
- 4) Two passport sized photos (for identification card)
- 5) A complete Certified Criminal History record for the previous 5 years. (Record must be certified by the department of Safety, Criminal records Div. in Concord NH and / or from the appropriate out-of state agency if applicant has not been a resident of the state for the five years preceding the application. **State form attached to application**)
- 6) Written permission from all abutting landowners and / or tenants at each business location. (Peddlers only)
- 7) Government issued picture identification.

SECTION I. Identification.

Date of Application: _____.

Full Name _____ Date of Birth _____

Age: _____ Height: _____ ft. _____ in. Eye Color: _____ Hair Color: _____ Complex: _____

Fed. Tax ID # or SS# _____

Business Address _____ Bust Tele# _____

Home Address _____ Home Tel# _____

Previous Address's in the past Five years.

SECTION II. History

State of NH Hawkers & Peddlers License # _____

Have you ever been a resident in another state? _____

If "yes", where and when? _____

Have you ever been fingerprinted? _____

If "yes", where and when? _____

Have you ever been convicted of a crime in another state? _____

If "yes", list the state(s), conviction(s), and year(s)? _____

Have you ever held a Peddlers or sales License in Manchester before? _____

If "yes" when? _____

Full Name of your Business: _____

Products or items you request a license to sell / vend: _____

LOCATION(S): You intend or request to sell / vend from:

I, _____, hereby certify the above and aforementioned information is true and accurate and understand and realize that any misrepresentation in this application or failure to disclose information requested in this application, or failure to comply with the ordinances of Manchester and laws of New Hampshire, may result in the immediate suspension and revocation of your license /permits.

Signature _____ Date _____

PEDDLER SIGN OFF:

(Check with Clerk's office which approvals your type of business needs)

Business Name:

Activity:

Section V. Department Signoffs

THE FOLLOWING SECTION MUST BE COMPLETED PRIOR TO ACCEPTANCE OF THE APPLICATION FOR CONSIDERATION. DEPARTMENTS MAY ATTACH CONDITIONS TO THE SIGNOFFS AND/OR INDICATE THAT APPROVAL IS TENTATIVE OR SUBJECT TO FURTHER REVIEW. PURSUANT TO SECTION 110.02(C) OF THE CODE OF ORDINANCES, DEPARTMENTS MAY PLACE ADDITIONAL RESTRICTIONS OR CONDITIONS ON CERTAIN ACTIVITIES.

Health Department, 1528 Elm Street (603-624-6466)

The above application has been reviewed by this department and applicant has met all permitting requirements and/or other requirements of this department.

Health Department: _____

Police Department, 351 Chestnut Street (603-668-8711)

The above application has been reviewed by this department and applicant has met all permitting requirements and/or other requirements of this department.

Police Department: _____

Fire Department, 100 Merrimack Street (603-624-6507)

The above application has been reviewed by this department and applicant has met all permitting requirements and/or other requirements of this department.

Fire Department: _____

Parks and Recreation Department, 625 Mammoth Road (603-624-6565)

The above application has been reviewed by this department and applicant has met all permitting requirements and/or other requirements of this department.

Parks & Rec.
Department: _____

Highway Department, 227 Maple Street (603-624-6444)

The above application has been reviewed by this department and applicant has met all permitting requirements and/or other requirements of this department.

Highway Department: _____

Signoffs will be
needed from the
depts. above in
the indicated
order.

§ 115.44 PROHIBITED CONDUCT

A peddler shall not:

(A) Operate his business on any street, sidewalk, park, parkway or in any other public place unless his peddler's license specifies that peddling in such public place is permitted thereunder.

(B) Vend within 500 feet of the grounds of any elementary or secondary school between one-half hour prior to the start of the school and one-half hour after dismissal at the end of the school day.

(C) Vend within 1,000 feet of any hospital.

(D) Vend within 1,000 feet of the same street of any public assembly building while such building is in use unless his peddler's license specifies that peddling in such place is permitted thereunder.

(E) Leave any motor vehicle or stand unattended.

(F) Store, park, or leave any stand overnight on any street or sidewalk or park any motor vehicle other than in a lawful parking place, in conformance with city and state parking regulations.

(G) Sell food or beverages for immediate consumption unless he has available for public use his own or a public litter receptacle which is available for his patron's use.

(H) Leave any location without first picking up, removing, and disposing of all trash or refuse remaining from sales made by him.

(I) Allow any items relating to the operation of the business to be placed anywhere other than in, on, or under the stand or motor vehicle.

(J) Set up, maintain, or permit the use of any table, crate, carton, rack, sign, or any other device to increase the selling or display capacity of his stand or motor vehicle, where such items have not been described on his application.

(K) Solicit or conduct business with persons in motor vehicles.

(L) Sell any other than that which he is licensed to vend.

(M) Sound or permit the sounding of any device which produces a loud and raucous noise, or use or operate any loud speaker, public address system, radio sound amplifier or similar device to attract the attention of the public.

(N) Operate without the insurance coverage specified in this subchapter.

(O) Sell food or beverages without a valid and current Health Department permit to operate a food establishment.

(P) Vend without a fire extinguisher of a type approved by the Fire Chief or his designee if the vendor utilizes heat generation equipment.

(Q) Operate at any time other than the hours of 9:00 a.m. to 8:00 p.m. unless part of a special permitted activity or the license so specifies.

(R) Vend within 50 feet of any building or storefront housing a business selling the same or similar food, merchandise, or product except during special one-day events or while such business is closed.

(S) Vend in the area around the Civic Center bounded by Pine Street from the corners of Manchester Street and Valley Street, Valley Street from the corners of Pine Street and Elm Street, Elm Street from the corners of Valley Street and West Auburn Street, West Auburn Street from the corners of Elm Street and Canal Street, Canal Street from the corners of West Auburn Street and Market Street, Market Street from the corners of Canal Street and Franklin Street, Franklin Street from the corners of Market Street and West Merrimack Street, West Merrimack Street from the corners of Franklin Street and Elm Street, Elm Street from the corners of West Merrimack Street and Manchester Street, Manchester Street from the corners of Elm Street and Pine Street, unless the applicant proposes to vend items adjacent to a business they currently own within this area, part of a special permitted activity or the license so specifies.

(T) Engage in any loud argument, fight, or other disturbances; harassed, threatened or assaulted another person, intentionally damaged, destroyed or threatened to damage or destroy any property.

(U) Operate without properly displaying peddlers license.

(Ord. passed 3-7-95; Am. Ord. passed 11-7-01; Am. Ord. passed 10-4-05) Penalty, see § 10.99

§ 115.45 FRAUD; REVOCATION OF LICENSE.

(A) Any licensed peddler who shall be guilty of any fraud, cheating or misrepresentation, whether through himself or through an employee, while acting as peddler in the city, or who shall sell any goods, merchandise, service, or wares other than those specified in the application for a license shall be deemed guilty of a violation of this subchapter.

(B) Any person violating any provisions of this subchapter shall have his license revoked. Upon request of the City Clerk the licensee shall surrender his license. Upon conviction of violations under this section, no license shall be issued to such person for a period of three years unless permission is granted by the Committee on Administration.

(C) Any peddler having his license revoked may request in writing reconsideration by the Committee on Administration.

(Ord. passed 3-7-95; Am. Ord. passed 11-7-01) Penalty, see § 10.99

§ 115.46 TEMPORARY SUSPENSION FOR STREET CLOSINGS.

An official temporary encumbrance or closure of a street or sidewalk by the city for purposes of maintenance or reconstruction shall cause the suspension of all licenses to operate thereon.

(Ord. passed 3-7-95; Am. Ord. passed 11-7-01)

§ 115.43 TRAFFIC REGULATIONS.

Peddling from a motor vehicle is subject to any and all restrictions contained in the traffic regulations of the city except that peddling from a motor vehicle is prohibited where parking is controlled by parking meters.

(Ord. passed 3-7-95; Am. Ord. passed 11-7-01) Penalty, see § 10.99

City of Manchester

PEDDLER / Fees

\$25.00 per day / Non-Civic Center Zone

\$150.00 per year / Non-Civic Center Zone

*all city parks are "no" peddling zones, unless written permission granted by Parks and Recreation Department, based on their Bid process.

CIVIC CENTER ZONE

\$75.00 per day / Assigned FIXED LOCATION

\$400.00 per year / Assigned FIXED LOCATION

- fixed locations assigned within Stanton Plaza, (front of the Radisson Hotel, 700 Elm St.)

**These fees are strictly for your "peddler's license and DO NOT include any costs/ fees levied by other City Departments or from the State of NH,



State of New Hampshire

DEPARTMENT OF SAFETY
John J. Barthelmes, Commissioner of Safety
Division of State Police

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305
Telephone: 603-271-2575



Colonel Robert L. Quinn
Director

HAWKERS AND PEDDLERS

APPLICATION TO MULTIPLE MUNICIPALITIES

31:102-b Background Checks for Certain Vendors. IV. Such person shall also include the location of all municipalities in which such person seeks to transact business. Such municipalities, in accordance with their licensing requirements, shall have access to the results of the criminal history records check and the New Hampshire division of state police shall release copies of the criminal history records to such municipalities. Such person shall be responsible for any additional fees for any administrative costs incurred by the New Hampshire division of state police under this section.

If you are seeking to transact business as a hawker or peddler and would like to apply to multiple municipalities, you must contact the state police Criminal Records Unit immediately upon applying at a municipality and identify those other municipalities you wish to transact business. You will be charged a \$10.00 processing fee for *each* additional municipality. This amount must be paid *separately* from the cost of the NH and/or FBI record check.

A letter stating your statewide and federal background (if applicable) check results will be mailed to you and will provide proof of completion of the criminal record check process. The results letter will be valid for 30 days from its date. Failure of a timely notification will require you to bear the full cost of a criminal history records check for any subsequent applications.

Municipal Criminal History Records Check was initiated at: _____

NAMES OF OTHER MUNICIPALITIES SEEKING TO APPLY: _____

PRINTED NAME _____ DATE OF BIRTH _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____

YOUR SIGNATURE _____

If you have any questions regarding this process, you may contact us at (603) 223-3867.

NH State Police Criminal Records Unit



New Hampshire Department of Safety
DIVISION OF STATE POLICE
Central Repository for Criminal Records
33 Hazen Drive, Concord, NH 03305

NEW HAMPSHIRE MUNICIPAL BACKGROUND CHECKS
HAWKERS, PEDDLERS, & VENDORS BACKGROUND CHECKS NH RSA 31:102-a - b

Must select one

Fees: Selectees ☐ LIVESCAN - \$44.25 -or- ☐ INKED - \$55.25; ☐ State Police LIVESCAN - \$54.25
OR ☐ NH Record Check Only - \$25.00

SECTION I

PLEASE TYPE OR PRINT CLEARLY, ALL INFORMATION IN THIS SECTION MUST BE COMPLETED

NAME _____
LAST (MAIDEN/ALIAS) FIRST MI

ADDRESS _____
STREET CITY STATE ZIP CODE

DATE OF BIRTH _____ HAIR COLOR _____ EYE COLOR _____ SEX _____

DRIVER LICENSE NUMBER _____ STATE _____

My below signature certifies I am the individual listed above and that the information provided is true.

YOUR SIGNATURE: _____ DATE _____

Signed under penalty of unsworn falsification pursuant to NH RSA 641:3

SECTION II

IF RECORD IS TO BE MAILED TO YOU, OR RECEIVED BY SOMEONE OTHER THAN YOURSELF,

ALL OF SECTION II MUST BE COMPLETED

I hereby authorize the release of my criminal record conviction(s), if any, to the following individual:

NAME OF PERSON / FIRM TO RECEIVE RECORD _____

ADDRESS _____
STREET CITY STATE ZIP CODE

YOUR SIGNATURE _____ DATE _____

NOTARY'S SIGNATURE _____ DATE _____
(Affix Seal) (Comm. Exp.)

SIGNATURE OF PERSON / FIRM TO RECEIVE RECORD DATE _____

NOTE: Make checks payable to: State of NH – Criminal Records.

☐ Applicant fingerprint card or livescan verification must be submitted at the same time as payment and this form.

REVISED 06/2010

PEDDLER CHECK LIST

- _____1) Application completely filled out.
- _____2) all necessary Departmental Signoffs obtained.
- _____3) Certificate of Insurance/ naming City/ 500K minimum.
- _____4) Copy of "VALID" NH Hawkers and Peddlers License.
- _____5) Copy of Health Dept. license (for food & beverage)
- _____6) Complete State "CERTIFIED" criminal record (s)
For the previous 5 years.
- _____7) Description & photo of stand or vehicle with registration
- _____8) Written permission from abutting landowners and/or
Tenants at each business locations. (Peddlers only).
- _____9) Two (2) passport sized photos. (For issued ID)
- _____10) Government issued picture identification.